

ROUGH DRAFT

JCS Declassification/Release Instructions on File

Subject: Establishment and filling of editorial secretaryship, JISPB.

To: Chief, Administrative Control Office
Office, AC/AS/Intelligence, Hq AAF

Attention: Miss Virginia A. Wright

*Original by
approved by
Cmde. Clinton,
Capt. Soto, and
Colonel. Bicknell
then forwarded
to Maj. Battle
HBR*

1. It is requested that an editorial secretary position (CAF-5) be established and allocated to JISPB under the quota established by the AC/AS Intelligence, and that a qualified editorial secretary be furnished to fill this position.

2. Nature of position:

- a. Assists Editor-in-Chief in whatever secretarial and editorial duties assigned, to insure meeting chapter deadlines.
- b. Performs stenographic work and typing for the editorial section, as required.
- c. Assists in final preparation of editorial manuscript.
- d. Assists editors of chapters containing geographic information in checking tabulations, figures, spelling of place names, references, etcetera.
- e. Assists in maintaining the editorial library of charts, plans, and figures; and supplies the editors with these as needed.
- f. Secures for the editors such reference material, from the contributors or other agencies, as they may require.
- g. Under the supervision of editors, checks dummy make-up for proper figure placement, proper text continuity, etcetera.

3. Qualifications for position:

- a. Able to type neat copy, well organized, and suitable for photo reproduction.
- b. Ability to take dictation at moderate rate is desirable but not essential.
- c. Should have some office experience in general secretarial duties.
- d. Must have preferably a full college major or at least a minor in geography from a college or university of recognized geographic standing.
- e. Must have additional college course work in related fields such as history and economics.
- f. Must have above-average scholastic record.
- g. Should have moderate reading ability in at least one modern foreign language.
- h. Should be fitted by temperament to work harmoniously in editorial office.

4. The need for this editorial secretary is urgent.

Ford L. Battles
Major, A.C.
A-2 Member, JISPB